



Natural Resources Conservation Service
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To Be Transmitted via email

March 8, 2006

MINNESOTA BULLETIN NO. 230-11

SUBJECT: EOP – SELF CERTIFICATION OF DISABILITY

Purpose. To solicit submission of the Self Certification of Handicap form SF 256

Expiration Date. September 30, 2006

ACTION REQUIRED BY MONDAY, MAY 22, 2006

You may recall having filled out the above named form upon your hire to NRCS. We recognize that over time people may have disabilities that they did not have prior to beginning their careers. An employee may have developed asthma, lost extremities, or become blind or hard of hearing over the years as examples. Therefore, we ask your assistance so we can get the most accurate data for our state.

If you currently have a disability that you did not have when you first filled out the form, please complete an updated Self Identification of Handicap Form and return to Human Resources by May 22, 2006. The Self Identification of Handicap SF 256 is used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.

The form may be emailed or faxed to Kay Burnison, MN NRCS Human Resources, before May 22, 2006. Again, the information you submit will be used solely for statistical purposes. You may also access the fillable form on line at <http://www.aphis.usda.gov/mrpbs/forms/sf/sf256.pdf>. Thank you for your cooperation in this matter.

/s/

WILLIAM HUNT
State Conservationist

DIST: AE